

Document No. 24

NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S **SECRET**

JDA Memo, 4 Apr 77

30 July 1958

Auth: DDA REG. 77A

Date: 13 MAR 1978

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Report #30
Assessment and Evaluation Staff
23-29 July 1958

1. C/A&E held a meeting with C/IS to discuss what is hoped will be the final revision of OTR Regulation 25-4, concerning training evaluation. C/IS is in agreement with the regulation as changed.

2. C/A&E briefed the new C/PPS/OTR concerning the activities of the A&E Staff.

3. Chief, A&E met with C/POD/OP to discuss matters of common concern. C/POD alerted me to the fact that plans are being laid to select personnel for the operation of the Agency's computer program. For high-level programmers of this group, the [redacted] is particularly appropriate. It is believed that assessment including this test will contribute significantly to the selection of personnel for this program.

4. C/A&E visited [redacted] for the purpose of discussing the problems of training evaluation with CF/OS. The possibility of a special study of the attitudes of the students towards training and training evaluation as they progress through the OC was suggested. CF/OS did not feel the need for such a study. It was his opinion that part of the problem could be dealt with by his initial presentation to the group, and that the problem of attitudes would be revealed to the instructors, since the instructor-pupil ratio would be so small. I indicated that I did not believe that the orientation talk to the students would solve the problem, although it undoubtedly will be helpful.

5. On the weekly tests to measure progress in training given 18 July and 25 July, 27 typists and stenographers failed to meet the standards required for continuation of clerical induction training. This weekly screening program, designed to reduce the training time expended on individuals unlikely to succeed in the course, appears to have eliminated the difficulty experienced last year when at the request of OP some individuals remained in a training status for as long as 20 weeks. At the request of POD/OP a week of additional training was authorized for three of these individuals. The

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program cannot help but improve the effectiveness of instruction.

Standards are set sufficiently low that it is sometimes obvious to the trainee herself that she cannot keep up with the class. One of the above trainees, who had not been advised that there was any question of her continuation in training, reported for class on 28 July with a request that she be reclassified from stenographer to typist at a lower grade. She explained that she did not think it fair for the balance of the class to be slowed down because of her limited stenographic ability.

Chiefs, IS and A&E, are coordinating closely on this program.

6. Now in its third week, the summer intensive assessment schedule for JOT's entering the new integrated program is running smoothly.

25X1 7. [] has discussed with [] the question of our assisting in the maintenance of the Registrar's IBM files. It is likely that we will be able to provide this service if it can be scheduled on a flexible basis and if requests for machine runs, special reports, etc., are not more frequent or more complex than [] now estimates.

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25X1 8. An A&E Staff member obtained some incidental feedback from a scientist friend who works at NIH concerning a briefing given a group of scientists who were going abroad to meetings where their Russian counterparts would be present. The manner in which the CIA representative made proposals to these scientists to obtain scientific information appeared to have a negative effect on many of them. Our informant reported that the briefer appeared insensitive to the attitude of the scientists. The briefing was also over-long, keeping the scientists from checking their laboratory experiments. In discussion among the group after the CIA representative had left, many revealed themselves to be hostile to the program, although a few responded in a very interested fashion. If you think it worthwhile, I should be glad to discuss this matter of briefing scientists further with whoever is in charge of this program.

[]
Chief, Assessment and Evaluation Staff

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